

Job Aid: Contractor Scheduled Offering Registration

Tasks

- A. Determine Number of Available Seats in a Scheduled Offering
- B. Change Registration Status of Contractors in a Scheduled Offering

Task A: Determine Number of Available Seats in a Scheduled Offering

1. Search for and Access in Edit Mode the Scheduled Offering record.

| View Scheduled Offering Results | | | |
|---|---|--|-----------------------------|
| Scheduled Offering ID | Item/Activity | Status | Start Date/Time |
| 40 | COURSE JSC-6397-12980 (Rev 3/13/2006 12:00 AM EST) | 9 of 10 enrolled, 0 waitlisted, 1 pending | 5/1/2006 06:00 AM EST |
| View Edit Delete Copy | | | |
| Mars Mission Design Seminar III | | | |

2. **Step 1:**

Click the Registration Tab of the Scheduled Offering.

Scheduled Offering ID: 40
Item: COURSE JSC-6397-12980 (Rev 3/13/2006 12:00 AM EST)
Title: Mars Mission Design Seminar III

| | | | | | |
|---------------|------------------|---------------------|----------|-----------|---------------|
| Notifications | Cost Calculation | Cost Summary | Pricing | Catalog | Chargeback |
| Summary | Segments | Registration | Contacts | Materials | Custom Fields |

[Edit the Scheduled Offering](#)

3. **Step 2:**

View the **Registration Status** and determine the number of Enrolled Learners.

Edit the Registration for the Scheduled Offering

Registration Cut-off Date: (MM/DD/YYYY) Min Registration: (1000,001)
 Registration Cut-off Time: (hh:mm AM/PM) Maximum Registration: (1000,001)
 Time Zone: **Registration Status: 8 of 10 enrolled, 0 waitlisted**
 Default Published Price (\$): 0.00
☒ Self Registration

4. **Step 3:**

View the Registered Learners. **Contractors ID's are prefixed with a "C-."** Determine if any Civil Servants have a Pending Status and count them as Enrolled.

| | Learner | Registration Status | Slot ID | Chargeback |
|---------------------------|---|---|---------|---|
| Contractor ID → | C-klaron Aaron, Keresa L | PENDING (Pending) 4/20/2006 02:48 PM EST Edit | | Account(s): Price (\$): Order Ticket: Edit |
| Civil Servant ID → | djhackfeld HACKFELD, DEANA J Edit | ENROLL (Enrolled) 4/20/2006 01:42 PM EST Edit | | Account(s): Price (\$): Order Ticket: Edit |

5. The total of Enrolled and Pending Civil Servants subtracted from the Maximum Registration number determines the remaining available seats.

Maximum Registration: (1000,001)

Task B: Change Registration Status of Contractors in a Scheduled Offering

1. If Seats are available, you may enroll that number of Contractors into the Scheduled Offering and waitlist the remainders. If no seats are available, you must waitlist all Contractors.

Step 1:

(Assuming there is one seat available)

Below the Contractors Registration Status, Click **Edit**.

| Learner | Registration Status | Slot ID | Chargeback | Remove |
|----------------------------|---|---------|---|--------------------------|
| C-sabrego ABREGO, SAMMY | PENDING (Pending) 4/20/2006 01:39 PM EST Edit | | Account(s): Price (\$): Order Ticket: Edit | <input type="checkbox"/> |

2. Step 2 :

Check the **Learner** and Supervisor 'Send Confirmation Notification' Checkboxes.

Change the Registration Status to **Enroll (Enrolled)**.

Edit Registered Learner Details for Scheduled Offering 40

Learner ID: C-sabrego Learner Name: ABREGO, SAMMY

Slot ID:

Registration Status:

Registration Date: (MM/DD/YYYY)

Registration Time: (hh:mm AM/PM)

Time Zone:

Comments:

Send confirmation notification to: ☒ Learner ☐ Instructor ☒ Supervisor ☐ Other

3. Click the **Apply Changes** button.

Apply Changes

4. Step 3 :

Using the same process, place the remaining Contractors Pending Approval on the **Waitlist**:

Below the Contractors
Registration Status,
Click **Edit**.

C-klaaron
Aaron, Keresa L

PENDING (Pending)
4/20/2006 02:48 PM EST
[Edit](#)

Account(s): ☐
Price (\$):
Order Ticket:
[Edit](#)

5. **Step 4 :**

Check the **Learner**
and Supervisor 'Send
Confirmation
Notification'
Checkboxes.

Change the
Registration Status to
Waitlist (Waitlisted).

Edit Registered Learner Details for Scheduled Offering 40

| | | | |
|--|---|---------------|-----------------|
| Learner ID: | C-klaaron | Learner Name: | Aaron, Keresa L |
| Slot ID: | | | |
| Registration Status: | <input type="text" value="WAITLIST(Waitlisted)"/> | | |
| Registration Date: (MM/DD/YYYY) | <input type="text" value="4/20/2006"/> | | |
| Registration Time: (hh:mm AM/PM) | <input type="text" value="02:48 PM"/> | | |
| Time Zone: | <input type="text" value="EST"/> | | |
| Comments: | <input type="text"/> | | |
| Send confirmation notification to: <input checked="" type="checkbox"/> Learner <input type="checkbox"/> Instructor <input checked="" type="checkbox"/> Supervisor <input type="checkbox"/> Other | | | |

6. Click the **Apply
Changes** button.

Apply Changes